

# PEC Emergency Planning Worksheet (1 of 2)

For each facility used by your program, event, or camp (PEC), your Emergency Action Plan (EAP) needs to include, at a minimum, a designated assembly area if you should need to evacuate, a designated individual or role (i.e., PEC staff/director) who will be in charge of taking roll call, and a designated individual in charge of reporting to Public Safety.

## General PEC Information

PEC Name: \_\_\_\_\_ PEC Dates: \_\_\_\_\_

Assigned Residence Hall(s): \_\_\_\_\_

EAP(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dining Hall: \_\_\_\_\_

EAP: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Meetings Space / Athletic Field Space: \_\_\_\_\_

\_\_\_\_\_

EAP(s): \_\_\_\_\_

\_\_\_\_\_

## Contact Information (Required)

On-site Emergency Contact Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Secondary on-site Emergency Contact Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Primary PEC Contact Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

## Contact Information (If Applicable)

PEC Main Phone Line: \_\_\_\_\_ Phone: \_\_\_\_\_

Secondary PEC Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

# PEC Emergency Planning Worksheet (2 of 2)

Please answer the following "In Case of Emergency" questions:

- a. Who will have the most up to date roster of staff and participants? (Include contact info.)
- b. Who will have participant/staff health information? (Include contact info.)
- c. Who will account for all participants and staff? (Include contact info.)
- d. If you have a youth program, how will you communicate with parents?
- e. Do you have staff trained to perform rescue or medical duties during an emergency? If so, what training do they have?
- f. Who do your participants contact in the event of an emergency? (Include contact info.)
- g. Who will be in charge of coordinating with any participants with special needs?

Please answer the following "PEC Evacuation Plan" questions:

- a. Where will you hold an emergency check-out?
- b. Who will be in charge of transporting participants that aren't picked up/don't have personal transportation?

Please provide a brief summary of any Emergency Preparedness training to be held with your staff, including all topics covered:

Do you provide your staff with an emergency kit or any particular emergency equipment? If so, please list them here:

Please attach a program schedule or use the space below to list out program details.

Attach any additional contact information and program-specific emergency preparedness information, or list it below.

## Important Phone Numbers and Links

JMU Emergency Services	540-568-6911
JMU Non-Emergency Services	540-568-6912

### JMU Policy Webpage

<http://www.jmu.edu/JMUpolicy/>

### JMU Campus Maps

<http://www.jmu.edu/map/>